

COURT PERSONNEL MANAGER

DEFINITION

Under general direction, plans, organizes, directs, and coordinates the personnel services programs; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This one position class is responsible for court-wide personnel functions and supervision of personnel staff.

ESSENTIAL FUNCTIONS

- ~~1~~.1. Plans, organizes, directs and coordinates personnel programs including labor relations, employee relations, recruitment/selection, training, policy/rule development, classification, compensation, payroll, workers' compensation, and other employee programs for all court locations.
- ~~2~~.2. Represents executive management in negotiations with employee organizations; develops and prepares the Court's bargaining position for contract negotiation; ensures that the affected court locations are involved and informed about the status of the bargaining process.
- ~~3~~.3. Develops and maintains Court personnel policies and procedures; works with Court managers to determine policy and procedures that effectively serve the organization; informs Court managers of changes in employment law.
- ~~4~~.4. Oversees the discipline and grievance processes; oversees performance management program for the Court; advises managers and supervisors on disciplinary matters, effectiveness of procedures, organizational structure and job design; reviews harassment and discrimination investigations.
- ~~5~~.5. Selects, trains, evaluates, and supervises staff.
- ~~6~~.6. Consults with and performs or supervises sensitive staff work for Court Executive Office; assists executive management in the implemental of new organizational strategies.
- ~~7~~.7. Meets regularly with Division Directors and Trial Court Administrators to gain information regarding organization culture and operational problems; assists in the implementation of teamwork strategies to achieve organizational objectives.

8-1. Serves on committees and task forces for Superior Court and state and national organizations. |

9. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Completion of a Bachelor's degree from an accredited college or university in public administration, human resources, business administration, or related field and five years of experience in the management of a human resources program such as labor relations or employee relations or any combination of training and experience that could provide the desired knowledge and abilities.

Knowledge of

Principles, functions and practices of public personnel administration; local, State and Federal laws pertaining to employment law, workers' compensation, State unemployment insurance and labor relations; principles, scope, and process of collective bargaining; standard negotiating strategies; principles, methods and techniques of position classification, compensation and selection procedure development, interviewing and training; budget techniques and practices; salary administration; grievance procedures; job analysis methods and techniques; statistical and research methods; management and supervision principles and practices.

Ability to

Manage multiple personnel programs; evaluate problems with conflicting evidence, think strategically, and assess and balance competing values; negotiate and influence others; understand and promote diversity; prepare written and oral presentations; maintain the confidence and cooperation of Court officials, employees and the public; collect, interpret and evaluate a variety of narrative and statistical data; perform research; create procedures, correspondence and narrative and statistical reports; exercise discretion and independent judgment.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference

and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00